



CNC Operator Turning

QP Code: CSC/Q0115

Version: 1.0

NSQF Level: 3

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Qualification Pack

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CSC/Q0115: CNC Operator Turning

Brief Job Description

It involves removal of metal from the outer diameter of a rotating cylindrical workpiece. It also involves inspecting the components and continuously monitoring of the machining operations and making minor adjustments in order to ensure that the work output is to the required quality and accuracy.

Personal Attributes

Basic communication, numerical and computational abilities. Openness to learning, ability to plan and organise own work and identify and solve problems in the course of working. Understanding the need to take initiative and manage self and work to improve efficiency and effectiveness.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CSC/N0115: Perform turning operations on metal components using Computer Numerically Controlled \(CNC\) machines](#)
2. [CSC/N1335: Use basic health and safety practices at the workplace](#)
3. [CSC/N1336: Work effectively with others](#)

Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Machining
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/NIL



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Minimum Educational Qualification & Experience	10th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	24/11/2017
Next Review Date	31/03/2022
NSQC Approval Date	19/05/2015
Version	1.0
Reference code on NQR	2015/CCM/GCSC/00117
NQR Version	1.0

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CSC/N0115: Perform turning operations on metal components using Computer Numerically Controlled (CNC) machines

Description

This unit covers the operations of Computer Numerically Controlled (CNC) lathe machines in order to perform turning operations on metal and plastic components, as per specifications provided. It does not include machine setting or programming. This involves removal of material from a rotating cylindrical work-piece.

Scope

This unit/task covers the following:

- Work Safely
- Prepare for performing turning operations using CNC machine
- Carry out turning operations using CNC machine

Elements and Performance Criteria

Work safely

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health and safety, environmental and other relevant regulations and guidelines at work
- PC2.** adhere to procedures and guidelines for personal protective equipment (PPE) and other relevant safety regulations while performing CNC turning operations (Turning operations: Turning (OD, ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping) (Personal protective equipment: correctly fitting overalls; safety glasses; long hair is tied back or netted; removing any jewellery or other items that can become entangled in the machinery; covered shoes; face mask)
- PC3.** read and understand safety instructions, warning signs on the CNC machines used (CNC machines used: 2-axis CNC lathe machine)
- PC4.** work following laid down procedures and instructions
- PC5.** ensure the work area is clean and safe from hazards (Hazards associated with the use of CNC machines: automatic machine operations; revolving/moving parts of machinery; airborne and hot metal particles; sharp cutting tools; lifting and handling work-holding devices; burrs and sharp edges on the component; use of power operated chucks; moving machinery; hot and airborne metal and particles and fluid)
- PC6.** ensure that all tools and equipment are in a safe and usable condition

Prepare for performing turning operations using CNC machine

To be competent, the user/individual on the job must be able to:

- PC7.** obtain job specification from a valid source (Valid sources: job instruction sheet/job card; work drawing and instructions; planning documentation; quality control documents; operation sheets; process specifications; instructions from supervisor)

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- PC8.** read and establish job requirements from the job specification document accurately (Job specification documents: detailed component drawings; approved sketches/illustrations; national, international and organizational standards; process drawing) (Job requirements: raw materials or components required (type, quality, quantity); dimensions; limits and tolerances; surface finish requirements; operations required (list, sequence and procedures where applicable); shape or profiles to be generated; instruments and tools to be used; form tolerances (flatness, concentricity, etc.); cycle time, production rate)
- PC9.** report and rectify incorrect and inconsistent information in job specification documents as per organization procedures
- PC10.** prepare the work area for the turning operations as per procedure or operational specification (Turning operations: Turning (OD, ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping)
- PC11.** perform daily maintenance of machine according to a defined checklist, at the beginning of day's shifts (Basic maintenance activities: replenish coolant; ensure all parts are clean; perform housekeeping tasks on the machine; remove and dispose of swarf)
- PC12.** ensure that the components used are free from foreign objects, dirt or other contamination
- PC13.** conduct a preliminary check of the readiness of the CNC turning machine used (Preliminary check ensuring readiness: e.g. machine is clean, lubrication is functioning, the coolant level is correct, sub-systems are working correctly, confirmation received from the machine setter that the machine is ready for production, received necessary instruction/training on specific operation of the machine, etc. (CNC machines used: 2-axis CNC lathe machine)
- PC14.** obtain correct work-pieces/raw materials and consumables as per job requirements
- PC15.** obtain appropriate cutting tools and hand tools and measuring tools as per the job requirements (Hand tools: hammer (ball peen, mallet), magnifying glass, allen keys, spanner, wrenches and deburring tools; (Cutting tools: turning tool (OD and ID), grooving tool (OD and ID), parting tool, threading tool, form tools, centre drills, twist/insert drills and reamers;) (Measuring equipments: steel rules, micrometers (external, internal, depth), verniers (digital, dial; length, depth; protractors), gauges (slip, bore/hole, thread, plug, radius/profile), dial test indicators (DTI), surface finish equipment (such as comparison plates) and height master)
- PC16.** ensure that all measuring equipment is calibrated and approved for usage
- PC17.** set workpieces as per job requirements using appropriate positioning and/or holding devices and support mechanisms
- PC18.** seek necessary instruction/training on the operation of the machine where required from appropriate sources
- PC19.** check that the operating program is at the correct start point and the tool is at a safe position clear of the part
- PC20.** perform basic daily maintenance activities as per the checklist given

Carry out turning operations using CNC machine

To be competent, the user/individual on the job must be able to:

- PC21.** obtain the component drawings, specifications and/or job instructions required for the components to be machined
- PC22.** use and extract information from engineering drawings, dimensioning and labeling data drawings, (dimensioning and labeling: projections (orthographic [first angle, third angle]; isometric [including exploded], sectional view); reference points, lines, edges and surfaces)

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- PC23.** use and extract information from reference charts, tables, graphs and standards information pertaining to: e.g. thread sizes; feeds and speeds; machining symbols and tolerances; surface finish symbols; etc.
- PC24.** interpret the visual display and the various messages displayed correctly
- PC25.** find the correct restart point in the program when the machine has been stopped before completion of the program
- PC26.** load and unload component(s) using pre-determined fixtures or work holding devices as per work instructions (Work-holding devices to position and secure work-pieces: chucks with hard jaws, chuck with soft jaws, fixtures, drive centres, collet chucks, faceplates, magnetic/pneumatic devices and other work-holding devices))
- PC27.** check the correctness of program through a dry run and single block check
- PC28.** do first part cutting trial by setting tool offsets to get oversize part
- PC29.** measure the critical parameters of the machined component on the machine (without removing from the machine), after the trial run (Critical parameters: linear dimensions (such as lengths, depths), slots (position, width, depth), flatness, surface finish, squareness, parallelism, hole size/fit, angles, recesses, thread fit, run out and roundness)
- PC30.** correct the offsets based on the measurements by accessing program edit facility in order to enter tooling data (Tooling data: offsets compensation, radius compensation)
- PC31.** measure the component after unloading to check for accuracy in the critical parameters as per job specifications
- PC32.** produce machined components that combine different turning operations and have a range of features (Features of machined components produced: diameters (parallel, stepped, tapered), faces, undercuts (internal and external), profiles (internal and external), holes (reamed, tapped, drilled, bored), parting-off and threads (internal, external) (Turning operations: Turning (OD, ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping)
- PC33.** follow the specified machining sequence and procedure as per job specifications
- PC34.** interpret in-built machine alarms and respond to the same as per operating manual/organizational guidelines
- PC35.** inspect as per the frequency of inspection mentioned in the inspection plan (part of the job specifications)
- PC36.** record the measured values as per the organizational procedure
- PC37.** observe for inconsistency in dimensions due to tool wear and correct the offsets accordingly
- PC38.** ensure that machine settings are adjusted as and when required, either by self or the setter, to maintain the required accuracy
- PC39.** identify when tools need replacing
- PC40.** replace worn tool with a new tool
- PC41.** cut a trial part and adjust tool offsets after each tool change
- PC42.** store finished components as well as raw material as per organizational procedure
- PC43.** produce components as per standards applicable to the process (Produce components standards: components to be free from false tool cuts, burrs and sharp edges; general dimensional tolerance +/- 0.1mm; specific dimensional tolerances within +/- 0.02mm) surface finish within 1.6m; reamed holes within H8; screw threads 6G/6H; angles/tapers within +/- 15 sec; flatness and squareness 0.025mm per 25mm)
- PC44.** report problems and seek appropriate assistance in a timely manner

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- PC45.** deal with finished components as per organizational guidelines
- PC46.** complete documentation during and post operations as per organizational procedures
- PC47.** return the machine and all tools and equipment to the correct location on completion of activities
- PC48.** leave the work area in a safe and tidy condition on completion of job activities (Safe conditions: correctly isolated; operating programs closed or removed; cleaning the machine; ensuring that any spilt cutting fluids are correctly dealt with; disposing of waste)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the company
- KU2.** relevant to own employment and performance conditions relevant health and safety requirements applicable in the work place
- KU3.** importance of working in clean and safe environment
- KU4.** own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities
- KU5.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU6.** relevant people and their responsibilities within the work area
- KU7.** escalation matrix and procedures for reporting work and employment related issues
- KU8.** documentation and related procedures applicable in the context of employment and work
- KU9.** importance and purpose of documentation in the context of employment and work
- KU10.** specific safe working practices, CNC turning procedures and environmental regulations that must be observed (Safe working practices and procedures: ensuring the correct isolation of the machine before mounting work-holding devices and tooling; fitting and adjusting machine guards; ensuring that the work-piece is secure and that tooling is free from work-piece before starting the machine; the personal protective equipment (PPE) to be worn for the CNC) turning activities; as correctly fitting overalls and safety glasses; ensuring that, if they have long hair, it is tied back or netted; removing any jewelry or other items that can become entangled in the machinery)
- KU11.** hazards associated with carrying out the machining operations on a CNC machine and how can they be minimized (Hazards associated with the use of CNC machines: automatic machine operations; revolving/moving parts of machinery; airborne and hot metal particles; sharp cutting tools; lifting and handling work-holding devices; burrs and sharp edges on component; use of power operated chucks; moving machinery; hot and airborne metal and particles and fluid)
- KU12.** safety mechanism on the machine and how to check if they are functioning properly (Safety mechanisms on the CNC machine: emergency stop buttons, emergency brakes)
- KU13.** personal protective equipment to be used during the machining activities on a CNC machine and where can it be obtained (Personal protective equipment: correctly fitting overalls; safety glasses; long hair is tied back or netted; removing any jewelry or other items that can become entangled in the machinery; covered shoes; face mask)
- KU14.** types and sources of appropriate job specifications (Valid sources for job specifications: job instruction sheet/job card; work drawings and instructions; planning documentation; quality control documents; operation sheets; process specifications; instructions from supervisor)

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- KU15.** common terminology used in CNC turning
- KU16.** how to read and interpret first and third angle component drawings
- KU17.** how to extract information from engineering drawings, dimensioning and labeling data (Drawings, dimensioning and labeling: projections (orthographic [first angle, third angle], isometric [including exploded], sectional view); reference points, lines, edges and surfaces)
- KU18.** symbols and conventions to appropriate ISO standards in relation to work undertaken
- KU19.** main features and working parts of the CNC machine, and the accessories that can be used
- KU20.** importance of following specified machining sequences and procedures
- KU21.** importance of ensuring suitability of work-pieces/materials and consumables for the specified job and related procedures
- KU22.** tools and equipment used for machining operations on a CNC machines
- KU23.** importance and procedures to ensure that tools and equipment are in a safe and usable condition
- KU24.** various CNC turning operations that can be performed, and the methods and equipment used (Turning operations: Turning (OD and ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping)
- KU25.** correct techniques and procedures to carry out specific turning operations on a CNC lathe
- KU26.** importance of using correct procedures as per raw material form of supply/shapes (Raw material form of supply/shapes: square/rectangular (eg. bar stock, sheet material, machined components); circular/cylindrical (eg. bar stock, tubes, turned components, flat discs); irregular shapes/profile (eg. castings, forgings, odd shaped components)
- KU27.** error messages on machine and taking appropriate corrective action
- KU28.** importance of securing the work-piece/raw material correctly using appropriate devices and mechanisms
- KU29.** importance of setting the work-holding device in relationship to the machine axis and reference points
- KU30.** common problems that can occur in CNC turning operations and their implications
- KU31.** correct procedures to address problems commonly encountered during CNC turning operations
- KU32.** importance of reporting problems immediately and accurately
- KU33.** meaning and importance of quality in relation to final and intermediate job output
- KU34.** how to check the quality of machined components against the specified quality standards (Quality Parametres: components to be free from false tool cuts, burrs and sharp edges; general dimensional tolerance +/- 0.1mm; specific dimensional tolerances within +/- 0.02mm; surface finish within 1.6m; reamed holes within H8; screw threads 6G/6H; angles/tapers within +/- 15 sec; flatness and squareness 0.025mm per 25mm)
- KU35.** range of materials used in relevant CNC turning applications and their machinability characteristics (Range of Materials: ferrous metals: eg. steel, stainless steel, cast iron; nonferrous metals: eg. aluminium, aluminium alloys, copper and copper alloys; non metals: eg. plastics)
- KU36.** problems peculiar to machining of each raw material
- KU37.** metric systems of measurement
- KU38.** absolute and incremental systems of tool positioning and offsetting
- KU39.** machine zero, work piece zero, work offsets, tool offsets

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- KU40.** tool nose radius compensation- its necessity and effects of not using it
- KU41.** use of HSS, Tungsten carbide, Ceramic and Diamond indexable tips, and factors which determine their selection and use (Factors to determine selection and use of tungsten carbide, ceramic and diamond indexable tips: hardness of the material, the cutting characteristics of the material, tolerances to be achieved, component surface finish, component specifications)
- KU42.** use of various work holding devices chuck, tailstock, steady rest (Work-holding devices to position and secure work-pieces: chucks with hardjaws, chucks with soft jaws, fixtures, drive centres, collet chucks, faceplates, magnetic/pneumatic devices and other work-holding devices)
- KU43.** 1st and 2nd setup operation, use of hard and soft jaws
- KU44.** deciding holding length, Jaw pressure setting
- KU45.** importance of conducting cutting trial, methods of trial dry run, single block checks, cutting with offset adjustment to get oversize part
- KU46.** parameters to be checked before operating in auto mode dimensions, surface finishes
- KU47.** importance of periodic maintenance checks for the machine and what are the common maintenance checks (Basic maintenance activities: replenish coolant; ensure all parts are clean; perform housekeeping tasks on the machine; remove and dispose swarf)
- KU48.** production cost, machine hour rate, raw material cost, tool cost, coolant cost, overheads, cycle time, idle time, cost of machine idling, part rejection cost
- KU49.** selection of cutting tools, tool materials, chip breaker geometry, selecting cutting parameters from tool catalogues selecting coolant (Cutting tools: turning tool (OD and ID), grooving tool (OD and ID), parting tool, threading tool, form tools, centre drills, twist/insert drills and reamers)
- KU50.** relationship between surface finish, tool nose radius and feed rate
- KU51.** factors that affect feed and speed (Factors: type and condition of material, work-holding method, tooling used, tolerance to be achieved, finish to be achieved)
- KU52.** impact of depth of cut on chatter, surface finish
- KU53.** extent of their own authority and to whom they should report if they have problems that they cannot resolve
- KU54.** importance of leaving the work area and machine in a safe condition on completion of the activities (Safe conditions: correctly isolated; operating programs closed or removed; cleaning the machine; ensuring that any spilt cutting fluids are correctly dealt with; disposing of waste)

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret information correctly from various job specification documents, health, and safety instructions, memos, etc. applicable to the job in English and/or local language
- GS2.** fill up appropriate technical forms, process charts, activity logs as per the organizational format in English and/or local language

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- GS3.** undertake numerical operations, and calculations/ formulae (Numerical computations: addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages) (Algebraic expressions: represent numerical quantities using symbols, apply laws of precedence in the use of precedence (BODMAS))
- GS4.** identify various basic, compound and solid shapes as per dimensions given (Basic shapes: square, rectangle, triangle, circleCompound shapes: involving squares, rectangles, triangles, circles, semi-circles, quadrants of a circleSolid shapes: cube, rectangular prism, cylinder)
- GS5.** use appropriate measuring techniques and units of measurement
- GS6.** use appropriate units and number systems to express the degree of accuracy (Units and number systems representing degree of accuracy: decimals places, significant figures, fractions as a decimal quantity)
- GS7.** use metric systems of measurement (Angles in a triangle: right-angled, isosceles, equilateral)
- GS8.** convey and share technical information clearly using appropriate language
- GS9.** check and clarify task-related information
- GS10.** liaise with appropriate authorities using the correct protocol
- GS11.** communicate with people in a respectful form and manner in line with organizational protocol
- GS12.** plan, prioritize and sequence work operations as per job requirements
- GS13.** organize and analyze information relevant to work
- GS14.** basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time
- GS15.** exercise restraint while expressing dissent and during conflict situations
- GS16.** avoid and manage distractions to be disciplined at work
- GS17.** manage own time for achieving better results
- GS18.** work in a team in order to achieve better results
- GS19.** identify and clarify work roles within a team
- GS20.** communicate and cooperate with others in the team for better results
- GS21.** seek assistance from fellow team members
- GS22.** identify problems with work planning, procedures, output and behavior and their implications
- GS23.** prioritize and plan for problem-solving
- GS24.** communicate problems appropriately to others
- GS25.** identify sources of information and support for problem-solving
- GS26.** seek assistance and support from other sources to solve problems
- GS27.** identify effective resolution techniques
- GS28.** select and apply resolution techniques
- GS29.** seek evidence for problem resolution
- GS30.** undertake and express new ideas and initiatives to others
- GS31.** modify the work plan to overcome unforeseen difficulties or developments that occur as work progresses
- GS32.** participate in improvement procedures including process, quality and internal/external customer/supplier relationships



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- GS33.** enhance ones competencies in new and different situations and contexts to achieve more
- GS34.** participate in on-the-job and other learning, training and development interventions and assessments
- GS35.** clarify task related information with appropriate personnel or technical adviser
- GS36.** seek to improve and modify own work practices
- GS37.** maintain current knowledge of application standards, legislation, codes of practice and product/process developments

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work safely</i>	3	8	-	-
PC1. comply with health and safety, environmental and other relevant regulations and guidelines at work	1	1	-	-
PC2. adhere to procedures and guidelines for personal protective equipment (PPE) and other relevant safety regulations while performing CNC turning operations (Turning operations: Turning (OD, ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping) (Personal protective equipment: correctly fitting overalls; safety glasses; long hair is tied back or netted; removing any jewellery or other items that can become entangled in the machinery; covered shoes; face mask)	1	2	-	-
PC3. read and understand safety instructions, warning signs on the CNC machines used (CNC machines used: 2-axis CNC lathe machine)	-	2	-	-
PC4. work following laid down procedures and instructions	1	1	-	-
PC5. ensure the work area is clean and safe from hazards (Hazards associated with the use of CNC machines: automatic machine operations; revolving/moving parts of machinery; airborne and hot metal particles; sharp cutting tools; lifting and handling work-holding devices; burrs and sharp edges on the component; use of power operated chucks; moving machinery; hot and airborne metal and particles and fluid)	-	1	-	-
PC6. ensure that all tools and equipment are in a safe and usable condition	-	1	-	-
<i>Prepare for performing turning operations using CNC machine</i>	8	21	-	-
PC7. obtain job specification from a valid source (Valid sources: job instruction sheet/job card; work drawing and instructions; planning documentation; quality control documents; operation sheets; process specifications; instructions from supervisor)	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC8. read and establish job requirements from the job specification document accurately (Job specification documents: detailed component drawings; approved sketches/illustrations; national, international and organizational standards; process drawing) (Job requirements: raw materials or components required (type, quality, quantity); dimensions; limits and tolerances; surface finish requirements; operations required (list, sequence and procedures where applicable); shape or profiles to be generated; instruments and tools to be used; form tolerances (flatness, concentricity, etc.); cycle time, production rate)	1	1	-	-
PC9. report and rectify incorrect and inconsistent information in job specification documents as per organization procedures	1	2	-	-
PC10. prepare the work area for the turning operations as per procedure or operational specification (Turning operations: Turning (OD, ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping)	1	1	-	-
PC11. perform daily maintenance of machine according to a defined checklist, at the beginning of day's shifts (Basic maintenance activities: replenish coolant; ensure all parts are clean; perform housekeeping tasks on the machine; remove and dispose of swarf)	1	2	-	-
PC12. ensure that the components used are free from foreign objects, dirt or other contamination	-	1	-	-
PC13. conduct a preliminary check of the readiness of the CNC turning machine used (Preliminary check ensuring readiness: e.g. machine is clean, lubrication is functioning, the coolant level is correct, sub-systems are working correctly, confirmation received from the machine setter that the machine is ready for production, received necessary instruction/training on specific operation of the machine, etc. (CNC machines used: 2-axis CNC lathe machine)	-	2	-	-
PC14. obtain correct work-pieces/raw materials and consumables as per job requirements	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. obtain appropriate cutting tools and hand tools and measuring tools as per the job requirements (Hand tools: hammer (ball peen, mallet), magnifying glass, allen keys, spanner, wrenches and deburring tools; (Cutting tools: turning tool (OD and ID), grooving tool (OD and ID), parting tool, threading tool, form tools, centre drills, twist/insert drills and reamers;) (Measuring equipments: steel rules, micrometers (external, internal, depth), verniers (digital, dial; length, depth; protractors), gauges (slip, bore/hole, thread, plug, radius/profile), dial test indicators (DTI), surface finish equipment (such as comparison plates) and height master)	1	1	-	-
PC16. ensure that all measuring equipment is calibrated and approved for usage	-	2	-	-
PC17. set workpieces as per job requirements using appropriate positioning and/or holding devices and support mechanisms	1	2	-	-
PC18. seek necessary instruction/training on the operation of the machine where required from appropriate sources	-	2	-	-
PC19. check that the operating program is at the correct start point and the tool is at a safe position clear of the part	-	2	-	-
PC20. perform basic daily maintenance activities as per the checklist given	1	1	-	-
<i>Carry out turning operations using CNC machine</i>	11	49	-	-
PC21. obtain the component drawings, specifications and/or job instructions required for the components to be machined	-	1	-	-
PC22. use and extract information from engineering drawings, dimensioning and labeling data drawings, (dimensioning and labeling: projections (orthographic [first angle, third angle]; isometric [including exploded], sectional view); reference points, lines, edges and surfaces)	-	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. use and extract information from reference charts, tables, graphs and standards information pertaining to: e.g. thread sizes; feeds and speeds; machining symbols and tolerances; surface finish symbols; etc.	-	2	-	-
PC24. interpret the visual display and the various messages displayed correctly	-	2	-	-
PC25. find the correct restart point in the program when the machine has been stopped before completion of the program	-	2	-	-
PC26. load and unload component(s) using pre-determined fixtures or work holding devices as per work instructions (Work-holding devices to position and secure work-pieces: chucks with hard jaws, chuck with soft jaws, fixtures, drive centres, collet chucks, faceplates, magnetic/pneumatic devices and other work-holding devices))	1	2	-	-
PC27. check the correctness of program through a dry run and single block check	-	2	-	-
PC28. do first part cutting trial by setting tool offsets to get oversize part	-	3	-	-
PC29. measure the critical parameters of the machined component on the machine (without removing from the machine), after the trial run (Critical parameters: linear dimensions (such as lengths, depths), slots (position, width, depth), flatness, surface finish, squareness, parallelism, hole size/fit, angles, recesses, thread fit, run out and roundness)	-	3	-	-
PC30. correct the offsets based on the measurements by accessing program edit facility in order to enter tooling data (Tooling data: offsets compensation, radius compensation)	-	3	-	-
PC31. measure the component after unloading to check for accuracy in the critical parameters as per job specifications	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC32. produce machined components that combine different turning operations and have a range of features (Features of machined components produced: diameters (parallel, stepped, tapered), faces, undercuts (internal and external), profiles (internal and external), holes (reamed, tapped, drilled, bored), parting-off and threads (internal, external) (Turning operations: Turning (OD, ID), facing, grooving (OD and ID), face grooving, thread cutting (OD and ID), drilling, boring and tapping)	1	3	-	-
PC33. follow the specified machining sequence and procedure as per job specifications	1	1	-	-
PC34. interpret in-built machine alarms and respond to the same as per operating manual/organizational guidelines	1	1	-	-
PC35. inspect as per the frequency of inspection mentioned in the inspection plan (part of the job specifications)	1	1	-	-
PC36. record the measured values as per the organizational procedure	-	1	-	-
PC37. observe for inconsistency in dimensions due to tool wear and correct the offsets accordingly	1	2	-	-
PC38. ensure that machine settings are adjusted as and when required, either by self or the setter, to maintain the required accuracy	-	2	-	-
PC39. identify when tools need replacing	-	2	-	-
PC40. replace worn tool with a new tool	-	1	-	-
PC41. cut a trial part and adjust tool offsets after each tool change	-	1	-	-
PC42. store finished components as well as raw material as per organizational procedure	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC43. produce components as per standards applicable to the process (Produce components standards: components to be free from false tool cuts, burrs and sharp edges; general dimensional tolerance +/- 0.1mm; specific dimensional tolerances within +/- 0.02mm) surface finish within 1.6m; reamed holes within H8; screw threads 6G/6H; angles/tapers within +/- 15 sec; flatness and squareness 0.025mm per 25mm)	1	2	-	-
PC44. report problems and seek appropriate assistance in a timely manner	-	2	-	-
PC45. deal with finished components as per organizational guidelines	1	1	-	-
PC46. complete documentation during and post operations as per organizational procedures	1	1	-	-
PC47. return the machine and all tools and equipment to the correct location on completion of activities	-	1	-	-
PC48. leave the work area in a safe and tidy condition on completion of job activities (Safe conditions: correctly isolated; operating programs closed or removed; cleaning the machine; ensuring that any spilt cutting fluids are correctly dealt with; disposing of waste)	-	1	-	-
NOS Total	22	78	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0115
NOS Name	Perform turning operations on metal components using Computer Numerically Controlled (CNC) machines
Sector	Capital Goods
Sub-Sector	Machine Tools, Process Plant Machinery, Dies, Moulds and Press Tools, Electrical and Power Machinery, Plastics Manufacturing Machinery, Light Engineering Goods, Textile Manufacturing Machinery
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/11/2017
Next Review Date	31/03/2022
NSQC Clearance Date	19/05/2015

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CSC/N1335: Use basic health and safety practices at the workplace

Description

This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.

Scope

This unit/task covers the following:

- Health and safety
- Fire safety
- Emergencies, rescue and first-aid procedure

Elements and Performance Criteria

Health and safety

To be competent, the user/individual on the job must be able to:

- PC1.** use protective clothing/equipment for specific tasks and work conditions (Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors
Equipment: hand shields, machine guards, residual current devices, shields, dust sheets, respirator)
- PC2.** state the name and location of people responsible for health and safety in the workplace
- PC3.** state the names and location of documents that refer to health and safety in the workplace
- PC4.** identify job-site hazardous work and state possible causes of risk or accident in the workplace (Hazards: sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; welding radiation; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); hazardous substances(chemicals, gas, oxy-fuel, fumes, dust, etc.); physical hazards(working at heights, large and heavy objects and machines, sharp and piercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.) Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness))
- PC5.** carry out safe working practices while dealing with hazards to ensure the safety of self and others (Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; keep work area clear of clutter, spillage and unsafe object lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, trenches or at heights, etc. including safety harness, fall arrestors, etc.)

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- PC6.** state methods of accident prevention in the work environment of the job role (Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors)
- PC7.** state location of general health and safety equipment in the workplace (General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(eg fire exits, exhaust fans))
- PC8.** inspect for faults, set up and safely use steps and ladders in general use (Ladder faults: corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/ unfixed nuts or bolts, etc.) (Ladders set up: firm/level base, clip/lash down, leaning at the correct angle, etc.)
- PC9.** work safely in and around trenches, elevated places and confined areas
- PC10.** lift heavy objects safely using correct procedures
- PC11.** apply good housekeeping practices at all times (Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces)
- PC12.** identify common hazard signs displayed in various areas (Various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.)
- PC13.** retrieve and/or point out documents that refer to health and safety in the workplace (Documents: fire notices, accident reports, safety instructions for equipment and procedures, company notices and documents, legal documents (eg government notices))

Fire safety

To be competent, the user/individual on the job must be able to:

- PC14.** use the various appropriate fire extinguishers on different types of fires correctly (Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents))
- PC15.** demonstrate rescue techniques applied during fire hazard
- PC16.** demonstrate good housekeeping in order to prevent fire hazards
- PC17.** demonstrate the correct use of a fire extinguisher

Emergencies, rescue and first-aid procedures

To be competent, the user/individual on the job must be able to:

- PC18.** demonstrate how to free a person from electrocution
- PC19.** administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.
- PC20.** demonstrate basic techniques of bandaging
- PC21.** respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments
- PC22.** perform and organize loss minimization or rescue activity during an accident in real or simulated environments
- PC23.** administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases

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- PC24.** demonstrate the artificial respiration and the CPR Process
- PC25.** participate in emergency procedures (Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work)
- PC26.** complete a written accident/incident report or dictate a report to another person, and send report to person responsible (Incident Report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified)

Emergencies, rescue and first-aid procedures

To be competent, the user/individual on the job must be able to:

- PC27.** demonstrate correct method to move injured people and others during an emergency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace
- KU2.** names and location of documents that refer to health and safety in the workplace
- KU3.** meaning of hazards and risks
- KU4.** health and safety hazards commonly present in the work environment and related precautions
- KU5.** possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible
- KU6.** possible causes of risk and accident (Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness))
- KU7.** methods of accident prevention (Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors)
- KU8.** safe working practices when working with tools and machines
- KU9.** safe working practices while working at various hazardous sites
- KU10.** where to find all the general health and safety equipment in the workplace
- KU11.** various dangers associated with the use of electrical equipment
- KU12.** preventative and remedial actions to be taken in the case of exposure to toxic materials (Exposure: ingested, contact with skin, inhaled); (Preventative action: ventilation, masks, protective clothing/ equipment); (Remedial action: immediate first aid, report to supervisor Toxic materials: solvents, flux, lead)
- KU13.** importance of using protective clothing/equipment while working
- KU14.** precautionary activities to prevent the fire accident
- KU15.** various causes of fire (Causes of fires: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.)
- KU16.** techniques of using the different fire extinguishers
- KU17.** different methods of extinguishing fire

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- KU18.** different materials used for extinguishing fire (Materials: sand, water, foam, CO₂, dry powder)
- KU19.** rescue techniques applied during a fire hazard
- KU20.** various types of safety signs and what they mean
- KU21.** appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries
- KU22.** content of written accident report
- KU23.** potential injuries and ill health associated with incorrect manual handling
- KU24.** safe lifting and carrying practices
- KU25.** personal safety, health and dignity issues relating to the movement of a person by others
- KU26.** potential impact to a person who is moved incorrectly

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and comprehend basic content to read labels, charts, signages
- GS2.** read and comprehend basic English to read manuals of operations
- GS3.** read an accident/incident report in local language or English
- GS4.** write an accident/incident report in local language or English
- GS5.** question co-workers appropriately in order to clarify instructions and other issues
- GS6.** give clear instructions to coworkers, subordinates others
- GS7.** make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
- GS8.** plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity
- GS9.** remain congenial while discussing and debating issues with co-workers
- GS10.** follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice
- GS11.** ask for, provide and receive required assistance where possible to ensure achievement of work related objectives
- GS12.** thank co-workers for any assistance received
- GS13.** offer appropriate respect based on mutuality and respect for fellow workmanship and authority
- GS14.** identify immediate or temporary solutions to resolve delays
- GS15.** identify sources of support that can be availed of for problem solving for various kind of problems
- GS16.** seek appropriate assistance from other sources to resolve problems
- GS17.** report problems that you cannot resolve to appropriate authority
- GS18.** identify cause and effect relations in their area of work
- GS19.** use cause and effect relations to anticipate potential problems and their solution

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety</i>	21	32	-	-
PC1. use protective clothing/equipment for specific tasks and work conditions (Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors Equipment: hand shields, machine guards, residual current devices, shields, dust sheets, respirator)	1	3	-	-
PC2. state the name and location of people responsible for health and safety in the workplace	1	2	-	-
PC3. state the names and location of documents that refer to health and safety in the workplace	1	2	-	-
PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace (Hazards: sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; welding radiation; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); hazardous substances(chemicals, gas, oxy-fuel, fumes, dust, etc.); physical hazards(working at heights, large and heavy objects and machines, sharp and piercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.) Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness))	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and others (Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; keep work area clear of clutter, spillage and unsafe object lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, trenches or at heights, etc. including safety harness, fall arrestors, etc.)	2	2	-	-
PC6. state methods of accident prevention in the work environment of the job role (Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors)	2	1	-	-
PC7. state location of general health and safety equipment in the workplace (General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(eg fire exits, exhaust fans))	2	3	-	-
PC8. inspect for faults, set up and safely use steps and ladders in general use (Ladder faults: corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/unfixed nuts or bolts, etc.) (Ladders set up: firm/level base, clip/lash down, leaning at the correct angle, etc.)	2	3	-	-
PC9. work safely in and around trenches, elevated places and confined areas	2	3	-	-
PC10. lift heavy objects safely using correct procedures	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. apply good housekeeping practices at all times (Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces)	2	3	-	-
PC12. identify common hazard signs displayed in various areas (Various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.)	1	2	-	-
PC13. retrieve and/or point out documents that refer to health and safety in the workplace (Documents: fire notices, accident reports, safety instructions for equipment and procedures, company notices and documents, legal documents (eg government notices))	1	3	-	-
<i>Fire safety</i>	4	10	-	-
PC14. use the various appropriate fire extinguishers on different types of fires correctly (Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents))	1	2	-	-
PC15. demonstrate rescue techniques applied during fire hazard	1	2	-	-
PC16. demonstrate good housekeeping in order to prevent fire hazards	1	3	-	-
PC17. demonstrate the correct use of a fire extinguisher	1	3	-	-
<i>Emergencies, rescue and first-aid procedures</i>	9	20	-	-
PC18. demonstrate how to free a person from electrocution	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC19. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
PC20. demonstrate basic techniques of bandaging	1	2	-	-
PC21. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	1	2	-	-
PC22. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	1	2	-	-
PC23. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases	1	2	-	-
PC24. demonstrate the artificial respiration and the CPR Process	1	2	-	-
PC25. participate in emergency procedures (Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work)	1	3	-	-
PC26. complete a written accident/incident report or dictate a report to another person, and send report to person responsible (Incident Report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified)	1	2	-	-
<i>Emergencies, rescue and first-aid procedures</i>	2	2	-	-
PC27. demonstrate correct method to move injured people and others during an emergency	2	2	-	-
NOS Total	36	64	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1335
NOS Name	Use basic health and safety practices at the workplace
Sector	Capital Goods
Sub-Sector	Machine Tools, Process Plant Machinery, Dies, Moulds and Press Tools, Electrical and Power Machinery, Plastics Manufacturing Machinery, Light Engineering Goods, Textile Manufacturing Machinery
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/11/2017
Next Review Date	19/06/2022
NSQC Clearance Date	22/04/2015

CSC/N1336: Work effectively with others

Description

This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace. These cover areas such as communication etiquette, discipline, listening etc.

Elements and Performance Criteria

Work effectively with others

To be competent, the user/individual on the job must be able to:

- PC1.** accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required
- PC2.** accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt
- PC3.** give information to others clearly, at a pace and in a manner that helps them to understand
- PC4.** display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible
- PC5.** consult with and assist others to maximize effectiveness and efficiency in carrying out tasks
- PC6.** display appropriate communication etiquette while working (Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.)
- PC7.** display active listening skills while interacting with others at work
- PC8.** use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism
- PC9.** demonstrate responsible and disciplined behaviors at the workplace (Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.)
- PC10.** escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
- KU2.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU3.** relevant people and their responsibilities within the work area
- KU4.** escalation matrix and procedures for reporting work and employment related issues
- KU5.** various categories of people that one is required to communicate and coordinate within the organization
- KU6.** importance of effective communication in the workplace

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- KU7.** importance of teamwork in organizational and individual success
- KU8.** various components of effective communication
- KU9.** key elements of active listening
- KU10.** value and importance of active listening and assertive communication
- KU11.** barriers to effective communication
- KU12.** importance of tone and pitch in effective communication
- KU13.** importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KU14.** how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer
- KU15.** importance of ethics for professional success
- KU16.** importance of discipline for professional success
- KU17.** what constitutes disciplined behavior for a working professional
- KU18.** common reasons for interpersonal conflict
- KU19.** importance of developing effective working relationships for professional success
- KU20.** expressing and addressing grievances appropriately and effectively
- KU21.** importance and ways of managing interpersonal conflict effectively

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read basic terms and terminologies to accurately interpret work-related documents, labels, supervisor instructions in the local language
- GS2.** read and interpret accurate information from various relevant work instructions and records
- GS3.** write clear and legible notes to self, colleagues and seniors to pass messages, keep records, prepare to-do lists, take down instructions
- GS4.** write basic numbers, quantities and work-related terminology for operational requirements in the local language
- GS5.** interact with the supervisor appropriately (correct protocol and manner of speaking) in order to understand the basic requirements of the product, production plans, and other associated requirements
- GS6.** give clear instructions to co-workers about the type of output required and answer queries
- GS7.** display active listening skills while interacting with co-workers and others in the workplace
- GS8.** use appropriate planning to maintain a smooth relationship with fellow team members
- GS9.** take steps within ones limits of authority to initiate modification in plan if the circumstances require it
- GS10.** check that work meets customer requirements
- GS11.** deliver consistent and reliable service to internal and external customers
- GS12.** work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work effectively with others</i>	30	70	-	-
PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	3	7	-	-
PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt	3	7	-	-
PC3. give information to others clearly, at a pace and in a manner that helps them to understand	3	7	-	-
PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible	3	7	-	-
PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	3	7	-	-
PC6. display appropriate communication etiquette while working (Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.)	3	7	-	-
PC7. display active listening skills while interacting with others at work	3	7	-	-
PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	3	7	-	-
PC9. demonstrate responsible and disciplined behaviors at the workplace (Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.)	3	7	-	-
PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	3	7	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1336
NOS Name	Work effectively with others
Sector	Capital Goods
Sub-Sector	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/07/2024
NSQC Clearance Date	30/09/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for the Qualification Pack will be created by CGSC.
2. Performance Criteria (PC) have been assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
3. The assessment for the theory part will/may be based on knowledge bank of questions approved CGSC.
4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
5. Assessment Agencies will create Assessor Guides comprising of Theory and Practical Assessment Set and Guidelines for each examination/training centre (as per assessment criteria below). The same will be approved by CGSC for adequacy.
6. To successfully attain Certification on the Qualification Pack, the trainee must score a minimum of 70% in each Core NOS and minimum of 50% in all non-core NOS. In addition, a candidate needs to attain a minimum overall pass percentage of 70% for certification.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CSC/N0115.Perform turning operations on metal components using Computer Numerically Controlled (CNC) machines	22	78	-	-	100	70
CSC/N1335.Use basic health and safety practices at the workplace	36	64	-	-	100	15
CSC/N1336.Work effectively with others	30	70	-	-	100	15
Total	88	212	-	-	300	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
CNC	Computer Numerically Controlled
OD	Outer Diameter
ID	Inner Diameter
DTI	Dial Test Indicators
CO2	Carbon Dioxide
CPR	Cardiac Pulmonary Resuscitation
PPE	Personal Protective Equipment

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.